

**City of San Diego Commission for Arts and Culture
FY 2004 FESTIVALS AND CELEBRATIONS PROGRAM
FINAL PERFORMANCE REPORT**

Name of Organization: _____

Person Completing this Form/Title: _____

Phone/Fax/Email: _____ / _____ / _____

Please refer to your FY04 Festivals and Celebrations Program Agreement to complete this form:

On a separate sheet of paper, please answer the following questions and attach this form to the top. There is no page limit to this report.

I. NARRATIVE

Program Outcomes:

- a. Referring to the Program Objectives on Exhibit A of your Agreement, please list (item by item) each objective and describe in a detailed and measurable way how well your organization met the objective. If you did not achieve your objective, explain why.
- b. Other than your Agreement's objectives, what other significant accomplishments did your organization achieve in FY04?
- c. If your event experienced a surplus, please tell us how you will use the surplus to improve the neighborhood or community you serve. If your event experienced a deficit, please explain how it will affect your organization's financial position.

Challenges and Opportunities:

- a. Are there new challenges or opportunities that you experienced this year that may require significant attention, resources, or organizational effort in the coming year?

Festivals and Celebrations Evaluation:

- a. Based on your experience to date, what have been the strengths and/or limitations of the Festivals and Celebrations Program?
- b. What would you suggest we do to improve it?
- c. How can the Commission better serve your organization?

II. ATTACHMENTS CHECK LIST

Check off and attach the following documents to your Narrative:

- ☐ Final Request for Payment
- ☐ City TOT and Expense Statement*
- ☐ Statement of Activities*
- ☐ Statement of Financial Position*
- ☐ Statement of Compliance*
- ☐ Publicity or event materials crediting the City of San Diego Commission for Arts and Culture for its support
- ☐ Audited Financial Statements for contractors receiving more than \$35,000. (*Audited financial statements must include all of the above financial documents)
- ☐ Contractor Satisfaction Survey (Failure to return the survey will delay your final payment.)

Note: *FY 2005 reimbursements may be withheld until all FY 2004 contractual obligations are met.*

Mail Final Report and Attachments to:

**Commission for Arts and Culture
1010 Second Avenue, Suite 555, San Diego, CA 92101**

Organization: _____

III. CONTRACTOR SATISFACTION SURVEY

Use the following scale to rate your level of satisfaction with the Commission in each area of service. Space is provided at the end for your comments.

1= poor

2= satisfactory

3= good

4= excellent

a. Technical assistance programs and services:

Application workshops:

1 2 3 4 don't know/didn't attend

Contractor workshops:

1 2 3 4 don't know/didn't attend

Fundraising workshops and consultations:

1 2 3 4 don't know/didn't attend

Individual assistance with completing and/or submitting your application for funding:

1 2 3 4 don't know/didn't ask for help

b. Overall Contract Services (Contract assistance from Exhibit A to receiving your final payment)

How do you rate the responsiveness of the Commission's staff on providing assistance with your contract?

1 2 3 4 don't know

How do you rate the user-friendliness of the invoice and reporting forms and procedures?

1 2 3 4 don't know

c. Please rate your overall satisfaction with the Commission's programs and services to your organization.

1 2 3 4 don't know

Comments: _____

Please return this survey with your final request for payment package.